

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, MAY 2, 2014**

The Safety Committee meeting began at 1:30 p.m.

Members present: Jennifer Johnson, Administration; Tony Siebert, Arena; Gary Lore, Building Maintenance; Lauren Wipper, Human Resources; Vickie Berg, Liquor Stores; Josh Baas and Chris Anderson, Parks Department; Amy Humphrey, Police; Steve Benoit, Recreation; Joe Pipenhagen, Streets; Eric Volk, Utilities (water); T. John Cunningham, Safety Coordinator

Members absent: Katie Haase, Fire Department; Jeff Smith, Fire and Building Safety; Mike Thiry, Utilities (electric); Kevin Beadles, WWTP

1. Approve the 4/16/2014 Safety Committee Minutes

There was no meeting in April.

2. Anoka Tech Updates

There were no Anoka Tech updates.

3. Safety Training

Chief Cunningham stated since he hasn't received any communication from Diane Rollins from Anoka Tech regarding her review of the safety policies and procedures for the city and hasn't been provided with recommendations, he began the review process. He stated he wanted to model these policies to align with OSHA requirements, along with required first department policies.

Chief Cunningham expressed concerns with managing city first aid kits at each building location, and how time consuming it had become, stating it could potentially be a full time job to upkeep and maintain. The budget cuts from 2009 ended Cintas specialty and portable first aid kit maintenance and upkeep. Since that time, no outside company has been used and upkeep has been the responsibility of the fire chief's administrative assistant. He stated he feels there should be an outside company responsible for this upkeep, and was having Jeff Smith look at what medical and first aid products are necessary and should be included in city first aid kits. He also wanted to update and streamline all first aid kit supply request forms, noting it's confusing that there are 3 different order forms currently being used.

Josh asked who was responsible for ordering and maintaining first aid kit items until decisions were made in this matter.

Chief Cunningham stated employees should bring their first aid requests to their supervisor, who can order the items. Supervisors can discuss with the Chief possible reimbursement for costs of supplies. In the meantime, it was discussed and suggested that funds be budgeted for future first aid kit maintenance in order to stay in compliance with OSHA regulations.

Chief Cunningham asked if there were any training needs to be considered.

Ms. Wipper stated retired Waste Water Treatment Operator Gary Leirmoe felt treatment operators lacked proper confined space training.

Mr. Lore stated Streets personnel have previously cross-trained with WWTP personnel but Superintendent Mark Thompson would have to verify that. He also stated that WW has a confined space training requirement policy but Streets does not.

4. **Accident Review**

There were no accidents to review.

5. **Department Concerns/Updates**

Administration - none

Arena - none

Building Maintenance - none

Fire and Building Safety – none (passed on from Jeff Smith to Jennifer)

Human Resources - none

Liquor Stores - none

Parks Department – none; Mr. Baas stated his question was answered during the first aid kit discussion.

Police - none

Recreation - none

Streets - none

Utilities (Water) – no concerns; Mr. Volk stated his department would be holding pole top/bucket rescue and self-recovery the next day recovery.

6. **Old Business**

There was no old business to discuss.

7. **New Business**

Chief Cunningham requested assistance from department representatives to assist him in reviewing the safety policies and procedures.

8. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:26 p.m.

Jennifer Johnson
Recording Secretary